

# **CHAPTER 792 FEDERAL EMPLOYEES' HEALTH AND COUNSELING PROGRAMS**

## **SUBCHAPTER 2 DRUG-FREE WORKPLACE PROGRAM**

1. **PURPOSE.** The purpose of this Subchapter is to implement Department of the Navy (DON) policy on the Drug-Free Workplace Program (DFWP) at Human Resources Office (HRO), Norfolk serviced activities which have designated HRO Norfolk in writing as their Drug Program Coordinator (DPC).
2. **ASSISTANCE.** Please refer to Chapter 001 of this Manual for the telephone number to call for additional information or further assistance relative to this Subchapter.
3. **BACKGROUND.** Executive Order 12564 (E.O. 12564) established a goal of achieving a drug-free Federal work place and made it a condition of employment for all Federal employees to refrain from using illegal drugs on- or off-duty. SECNAVINST 12792.3 set forth the DON policy and responsibilities for DFWP implementation. The general guidelines of the DFWP are found in Civilian Personnel Instruction (CPI) 792-3A. OPNAVINST 5355.4 implements the policy and procedure of SECNAVINST 12792.3 and CPI 792-3A within those activities under the command of the Chief of Naval Operations.
4. **COVERAGE.** This Subchapter applies to all appropriated fund civilian employees and applicants tentatively selected for appropriated fund positions per E.O. 12564.
5. **DEFINITIONS.** Definitions are provided at Appendix A of this Subchapter.
6. **RESPONSIBILITIES**
  - a. *Heads of Activities.* Each Activity Head will ensure that DFWP policies and procedures are carried out in accordance with SECNAVINST 12792.3, CPI 792-3A, and OPNAVINST 5355.4. Every Activity Head must appoint in writing a DPC and alternate regardless of whether the activity has any Testing Designated Positions (TDP's).
  - b. *Drug Program Coordinator.* The HRO Norfolk DPC will administer and manage the DFWP on behalf of serviced activities which make written designation. The DPC will administer an employee education program on the use of illegal drugs; provide mandatory training to supervisors and managers; establish and maintain the TDP list; manage the issuance of all 30-day notices to TDP incumbents; coordinate/schedule all specimen collections; authorize deferrals of random and follow-up testing; receive and maintain confidential records of drug test results; ensure that drug test results are released only to those authorized to receive them and that such transmissions are made in a manner to ensure their integrity and confidentiality; recommend appropriate disciplinary action to supervisors or managers; report to the activity Security Manager any verified positive test result, or request for safe harbor, of an employee possessing a current security clearance; and prepare and maintain all required documentation and reports on the DFWP.

c. *Security Manager.* Activity Security Managers will carry out requirements regarding access to top secret information or performance of sensitive duties in accordance with OPNAVINST 5510.1 series. As required, the Security Manager will notify the HRO Norfolk DPC of changes in the status of positions or individuals which affect their inclusion in the TDP pool.

d. *Supervisors.* Supervisors will notify individual employees of a scheduled drug test; request deferral of an employee's random or follow-up drug test from the HRO Norfolk DPC; initiate a reasonable suspicion test; initiate any appropriate administrative and disciplinary action in connection with the administration of the DFWP; and not select for any position an applicant who has had a verified positive test result within the last six months.

e. *Employees.* Civilian employees will refrain from the illegal use of drugs on- or off-duty at all times; provide urine samples when required; and be responsible for successful completion of any rehabilitation or treatment required as the result of illegal use of drugs.

## **7. GENERAL PROVISIONS**

### **a. Notices**

(1) All new hires will receive a general notice discussing the DFWP and a notice regarding application for safe harbor as part of the pre-employment package.

(2) Employees in positions that are determined to meet the criteria and justification for random drug testing will be issued a 30-day individual notice before the individual is subject to unannounced random testing.

(3) Any applicant tentatively selected for a TDP will be notified in writing of the requirement to submit to urinalysis for illegal use of drugs prior to a final selection.

b. *Voluntary Self-Referral for Safe Harbor.* Safe harbor insulates the employee from discipline for admitted acts of using illegal drugs when the employing activity is unaware of such use. Safe harbor is offered to any employee who meets all of the following conditions:

(1) Voluntarily identifies himself/herself as an illegal user of drugs to the Activity Head, via the immediate supervisor and the HRO Norfolk DPC, prior to being identified through other means. (Appendix B of this Subchapter will be used by any employee requesting safe harbor.)

(2) Obtains counseling and rehabilitation through the Civilian Employee Assistance Program (CEAP).

(3) Agrees to be tested by the activity as part of or as a follow-up to counseling and rehabilitation.

(4) Consents, in writing, to the release to appropriate management and CEAP officials of all counseling and rehabilitation records related to the illegal use of drugs.

(5) Subsequently refrains from illegal use of drugs.

An employee who admits to drug use after being notified that he/she is scheduled for a test or just after a sample is collected, or who is found to use illegal drugs on the basis of other appropriate evidence (e.g., direct observation or evidence obtained from an arrest or criminal conviction) is not eligible for safe harbor. Further, safe harbor is for illegal users of drugs, not drug dealers or those involved in other drug-related misconduct.

An employee who meets the safe harbor conditions will not be subject to discipline for the admitted acts of illegal use of drugs, including possession incident to such personal use. However, if the employee occupies a TDP subject to random testing, he/she must immediately be removed from that position. In addition, if the employee holds a current security clearance, the provisions of DON's Information and Personnel Security Program (OPNAVINST 5510.1 series) apply. An employee's admission of drug use under the safe harbor provisions may be used by security personnel for access and clearance determinations.

Supervisors will immediately refer employees who voluntarily seek treatment for drug use to the CEAP Administrator for appropriate counseling.

## **8. TESTING AND TEST PARTICIPANTS**

a. **Types of Drugs.** Activities will test employees and tentative selectees for TDP's for the following drugs, classes of drugs and/or their metabolites: cocaine, cannabis (marijuana), amphetamines, opiates, phencyclidine (PCP) and any other drug(s) subsequently approved by the Department of Health and Human Services (DHHS) for testing on an agency-wide basis. In addition, activities may, on the basis of reasonable suspicion or after an accident or unsafe practice, test for any drug on Schedules I and II of the Controlled Substances Act (CSA) provided in Appendix G of CPI 792-3A available from the HRO Norfolk DPC.

### **b. Types of Testing**

(1) *Random.* Random testing is the unannounced testing of employees in TDP's without individualized suspicion that there is use of illegal drugs.

(a) **Coverage.** The Secretary of the Navy has identified certain sensitive positions that may be subject to random drug testing. The DON TDP list with the description, justification and rationale for inclusion is provided in CPI 792-3A, Appendix E (maintained at HRO Norfolk).

(b) **Employee Notification.** Each employee in a TDP will be required to acknowledge in writing that:

1 - he/she has received and read the notice which states that the employee's position has been designated for random drug testing; and

2 - he/she understands that refusal to submit to testing will result in administrative action and the initiation of disciplinary action, up to and including removal as specified in Chapter 752 of this Manual.

If the employee refuses to sign the acknowledgment, the employee's supervisor will sign and date the acknowledgment form to show that the employee received the notice. An employee's failure to sign the

notice will not preclude testing of the employee. The signed acknowledgment form or the form with the supervisor's note will be returned to the HRO Norfolk DPC for retention.

(c) Supervisor Notification. The HRO Norfolk DPC will notify the selected employee's first level supervisor approximately two hours prior to the actual time of collection. If the first level supervisor is unavailable, the next higher level of supervision will be contacted.

(d) Review of TDP Designation. An employee who believes his/her position has been wrongly designated as a position in the activity TDP pool may request that the Activity Head review the determination.

1 - Non-Bargaining Unit Employee. The request must be submitted in writing by the employee to the Activity Head, via the HRO Norfolk DPC, within 15 days of receipt of the individual notice. It must set forth the reasons why the employee believes his/her position should not be a TDP and include all other relevant information. The Activity Head will review the request based upon the criteria applied in designating the employee's position as a TDP and issue a final written decision. This decision is not subject to further review nor is it grievable under the Administrative Grievance System as defined in Chapter 771 of this Manual.

2 - Bargaining Unit Employee. A bargaining unit employee covered by a collective bargaining agreement who seeks review of the designation of his/her position as a TDP must grieve the designation under the negotiated grievance procedure, provided the agreement does not exclude these decisions from that procedure.

(e) Temporary Position Changes. An employee who is detailed, temporarily promoted, or reassigned to a TDP for more than 30 days through a personnel action documented by a Request for Personnel Action (SF-52) or a Notification of Personnel Action (SF-50) will be subject to random drug testing during that period. Since testing of the employee prior to temporary placement will not be required, the employee will be issued the individual 30-day notice when he/she enters the position. A new notice is not required if the employee is moving between two TDP's. If an employee is temporarily promoted or reassigned out of a TDP for over 30 days, the employee should be issued another individual notice upon reentry.

(2) *Voluntary*. Voluntary testing is testing of employees who volunteer to be included in the TDP pool but who would not otherwise be subject to random testing due to position requirements.

(a) Coverage. An employee not in a TDP may volunteer to be included in the random testing program. The written request must be submitted through the immediate supervisor to the HRO Norfolk DPC, as provided in Appendix C of this Subchapter.

(b) Documentation. The HRO Norfolk DPC shall, within 10 working days of receipt of a request for voluntary testing, provide to the requesting employee two copies of an acknowledgment notice. The employee must return to the HRO Norfolk DPC one signed copy no later than 10 working days after receipt. Failure to do so will be viewed as a withdrawal of the request. The HRO Norfolk DPC will retain the employee's signed acknowledgment notice. If the employee later chooses to withdraw from voluntary testing, he/she may do so by annotating a copy of the acknowledgment notice indicating that he/she wishes to withdraw the request and the effective date, and returning it to the HRO Norfolk DPC.

(3) *Applicant*. Applicant testing is testing of a tentative selectee for a TDP prior to a final employment offer or position placement.

(a) Coverage. Drug testing is required of any individual tentatively selected for or placed in a TDP, unless only a temporary position change (less than 30 days) is involved or the individual currently occupies a DON TDP. This includes any action resulting in the permanent placement of an individual in a TDP (i.e., reassignment, promotion and change to lower grade actions).

(b) Vacancy Announcements. All vacancy announcements for TDP's will contain a notice to applicants regarding the requirement for submitting to a drug test and receiving a negative result prior to final selection.

(c) Notification. Before the final selection for any TDP vacancy, the DPC will arrange a drug test for the tentative selectee. At the time the tentative offer is made by HRO Norfolk, the individual to be tested will be notified of the date, time and place of the test. The test must be undertaken no later than 48 hours following this notification.

(d) Test Results. The HRO Norfolk DPC will provide written notice of the test result to the HRO Norfolk Employment and Employee Placement staff as well as to the tentative selectee.

(4) *Reasonable Suspicion*. Reasonable suspicion testing is testing of employees which is based on a belief that the employee used or uses drugs illegally.

(a) Determination. Management is authorized to test an employee in a position which is designated for random testing when there is reason to suspect that an employee uses illegal drugs whether on- or off-duty. Management is also authorized to test any employee in any position when there is reasonable suspicion of on-duty drug use or on-duty impairment. This belief must be based on specific objective facts and reasonable inference drawn from these facts. Reasonable suspicion testing may be based upon, among other things:

1 - Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;

2 - A pattern of abnormal conduct or erratic behavior;

3 - Arrest or conviction for an on- or off-duty drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking;

4 - Information provided either by reliable and credible sources or that which is independently corroborated; or

5 - Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere "hunches" or "rumors" are not sufficient to meet this standard.

(b) Authorization. If an employee is suspected of illegal use of drugs, the appropriate supervisor or management official will gather all information, facts, and circumstances leading to and supporting this suspicion. Approval for reasonable suspicion testing must be received from at least one level above the supervisor or manager requesting the test. Immediately upon approval, the HRO Norfolk DPC must be notified by the approving official of the requirement to arrange a test. The test will normally be conducted under indirect observation unless there is reason to believe the employee may alter or substitute the urine specimen or otherwise tamper with the drug test.

(c) Scheduling. The HRO Norfolk DPC will arrange for the collection to be conducted on the same day the test was approved by management, if possible, but not later than 24 hours after the event which caused the determination. This test may be conducted without regard to the employee's regular work shift, and overtime pay or compensatory time will be provided as needed.

(d) Notification. The immediate supervisor, if not directly involved in the reasonable suspicion determination (i.e., incident occurred away from immediate work site), will be notified by the HRO Norfolk DPC that an emergency collection procedure has been initiated. If the immediate supervisor is not available, a higher level supervisor will be contacted. The HRO Norfolk DPC will provide the supervisor with the time and location of the collection and any necessary information to be conveyed to the employee. The supervisor or manager will notify the employee of the time and location of the test and issue the specific written notice that he/she is being tested for reasonable suspicion. The employee will be directed to take an appropriate photo identification and will be escorted to the test site by the supervisor or other management official.

(e) Documentation. As an immediate follow-up procedure to the test, the appropriate supervisor or manager will detail, in writing, the circumstances which warranted the test. At a minimum, the report will include the appropriate dates and times of reported drug-related incidents, reliable and/or credible sources of information, reasons leading to the test, the second-level concurrence, findings of the test, and any action taken. A copy of this documentation will be forwarded to the HRO Norfolk DPC within 10 working days (see Appendix D of this Subchapter).

(5) *Follow-up.* Follow-up testing is testing of an employee as part of or follow-up to a rehabilitation or counseling program.

(a) Coverage. An employee referred through administrative action to counseling or rehabilitation through CEAP for illegal drug use will be subject to unannounced drug testing as follow-up to his/her program. This testing is separate from the regular random testing conducted by the activity. The employee will be tested for a period of 1 year or for such time as specified in the rehabilitation plan. Additionally, the activity may elect to impose testing as part of the rehabilitation or treatment program.

(b) Documentation. The rehabilitation plan will be retained by the HRO Norfolk CEAP Administrator and serve as evidence that the employee was aware of the requirement for follow-up testing.

(c) Notification. The supervisor or manager will notify the HRO Norfolk DPC upon the employee's return to work so that follow-up testing can begin, if the employee was in a non-duty status. The CEAP Administrator will notify the HRO Norfolk DPC upon the employee's completion of any initial or inpatient counseling or rehabilitation for illegal drug use or as part of the rehabilitation process in order for testing to be initiated.

(6) *Post Accident or Unsafe Practice.* Post accident or unsafe practice testing is testing of employees involved in an on-the-job accident, or unsafe, on-duty, job-related activity.

(a) *Determination.* Any employee involved in an on-the-job accident, or unsafe, on-duty, job-related activity, in which their actions are reasonably suspected of having caused or contributed to an accident or unsafe practice, are subject to testing if either of the following criteria is met: 1) the accident or unsafe practice results in a death or personal injury requiring hospitalization; or 2) the accident or unsafe practice results in damage to government or private property estimated to be in excess of \$10,000.

(b) *Authorization.* If a supervisor or manager suspects that an employee has caused or contributed to an on-the-job accident or unsafe, on-duty, job-related activity that meets either of the criteria stated above, he/she will gather all information, facts, and circumstances leading to and supporting this suspicion. Approval for testing must be received from at least one level above the supervisor or manager requesting the test. If practicable, the decision to conduct a test will be made the same day the event or behavior occurs, or as soon as management becomes aware of the event or behavior. Immediately upon approval, the HRO Norfolk DPC must be notified by the approving official of the requirement to arrange a test.

(c) *Scheduling.* The HRO Norfolk DPC will arrange for the collection to be conducted on the same day the test was approved by management, if possible. The test may be conducted without regard to the employee's regular work shift, and overtime pay or compensatory time will be provided as needed.

(d) *Notification.* The immediate supervisor, if unaware of the incident, will be notified by the HRO Norfolk DPC that an emergency collection procedure has been initiated. If the immediate supervisor is not available, the next higher level of supervision will be contacted. The HRO Norfolk DPC will provide the supervisor with the estimated time and location of the collection and any necessary information to be conveyed to the employee. The supervisor or manager will notify the employee of the test and issue the specific written notice that he/she is being tested under reasonable suspicion. The employee will be directed to take an appropriate photo identification and will be escorted to the test site by the supervisor or other management official.

(e) *Documentation.* Once approval has been obtained for testing, the appropriate supervisor or manager will detail, in writing, the circumstances which warranted the test. At a minimum, the report will include the appropriate dates and times, circumstances surrounding the incident, the reasons leading to the test, the second-level concurrence, findings of the test, and any action taken. A copy of this documentation will be forwarded to the HRO Norfolk DPC within 10 working days (see Appendix D of this Subchapter).

9. *Collection Procedures.* An individual subject to testing will be permitted to provide a urine specimen privately in a rest room stall or similar enclosure so that the employee is not visually observed while providing the sample. Collection site personnel of the same sex will escort the employee or applicant to the rest room and remain outside the stall during the test. However, if there is reason to believe that the individual may alter or substitute the specimen, the individual may be required to provide the specimen under direct visual observation. Direct observation is only authorized for reasonable suspicion and follow-up tests.

a. Deferral of Testing

(1) A deferral of an employee's random or follow-up drug test may only be authorized by the HRO Norfolk DPC, and only when requested by the employee's immediate supervisor with higher level concurrence. The request must be based on a compelling need which necessitates the deferral on the basis that the employee is:

(a) in a non-duty status such as annual leave, sick leave, suspension, absence without leave, continuation of pay, etc.;

(b) in an official travel status away from the work site or is about to embark on official travel scheduled prior to testing notification;

(c) working a different shift;

(d) performing a task or project that requires the employee's presence at the work site during the time the test is scheduled.

(2) The HRO Norfolk DPC will reschedule the employee for unannounced testing within the next 60 days.

10. Notification of Drug Test Results.

a. *Negative Drug Test Results.* Written notification of test results will be provided to employees and tentative selectees within five working days after receipt by the HRO Norfolk DPC.

b. *Verified Positive Drug Test Results.* The HRO Norfolk DPC will notify the CEAP Administrator, Activity Head, Security Manager, immediate supervisor or other appropriate management official, and employee within five working days after receipt of results.

11. Consequences of a Finding of Illegal Drug Use.

a. Mandatory Administrative Actions.

(1) CEAP Referral. An employee found to use illegal drugs must be referred to the CEAP.

(2) Position Action. If the employee occupies a TDP, the employee must immediately be removed from the position through appropriate personnel action. The employee will be assigned to a non-TDP position, if available.

The Activity Head may return the employee to duty in a TDP as part of a rehabilitation and counseling program, if it would not endanger public health, safety or national security. This determination should consider information obtained from the HRO Norfolk DPC, Security Manager, CEAP administrator and the employee's supervisor.



b. Disciplinary/Adverse Action.

(1) Activities will initiate disciplinary action against any employee for the *first instance of illegal drug* use as defined in Chapter 752 of this Manual, unless the employee meets the conditions of safe harbor. The activity will initiate action to remove an employee:

(a) who refuses to obtain counseling or rehabilitation through CEAP as required by E.O. 12564 after having been found to use illegal drugs; or

(b) for a second finding of illegal drug use.

(2) *Failure to Report to the Designated Collection Site.* An employee who fails to appear for any type of testing (except for a deferral approved by the HRO Norfolk DPC from random or follow-up testing), will be subject to the same range of discipline as a verified positive test result for illegal drug use. An applicant's failure to appear for a test will result in the cancellation of any tentative offer of employment.

(3) *Refusal to be Tested*

(a) If an employee refuses to be tested, regardless of the reason for the testing, he/she will be informed that refusal will be considered failure to follow a direct order and will result in the same type of disciplinary action as a first-time verified positive test result.

(b) If the refusal occurs at the work site, the supervisor will immediately notify the HRO Norfolk DPC. If the refusal occurs at the collection site, the Collection Site Coordinator will document the refusal and notify the HRO Norfolk DPC. The HRO Norfolk DPC will contact the employee's supervisor who will initiate appropriate action.

(c) Disciplinary action must be taken consistent with the provisions of Chapter 752 of this Manual and the requirements of any applicable collective bargaining agreement.

(d) Advice and guidance on disciplinary or adverse actions will be provided by HRO Norfolk.

(e) Any applicant who refuses to be tested will be denied employment.

# **CHAPTER 792**

## **SUBCHAPTER 2**

### **DRUG-FREE WORKPLACE PROGRAM**

#### **APPENDIX A**

#### **DEFINITIONS**

1. **ACCESS.** Access is defined in the OPNAVINST 5510.1 series as "the ability and opportunity to obtain knowledge or possession of classified information. An individual may have access to classified information merely by being in a place where such information is kept, if the security measures which are in effect do not prevent him or her from gaining knowledge or possession of classified information."

2. **APPLICANT.** An applicant is defined as any individual who applies for or is otherwise being considered for placement in a Testing Designated Position (TDP).

3. **EMPLOYEE IN A SENSITIVE POSITION.** For the purposes of this instruction, this term means:

a. An employee in a position designated by the Secretary of the Navy as Special-Sensitive, Critical-Sensitive, or Noncritical-Sensitive; or an employee in a position designated by the Secretary of the Navy as Sensitive, per Executive Order 10450, as amended.

b. An employee granted access to classified information or who may be granted access to classified information pursuant to a determination of trustworthiness by the Secretary of the Navy under Section 4 of Executive Order 12356.

c. Individuals serving under Presidential appointments.

d. Law enforcement officers as defined in 5 USC 8331(20).

e. Employees in other positions which the Secretary of the Navy determines involve law enforcement, national security, the protection of life and property, public health or safety, or other functions requiring a high degree of trust and confidence.

To meet this definition, the sensitive position must be a TDP.

4. **ILLEGAL USE OF DRUGS/ILLEGAL DRUG USE.** These terms mean the use of an illegal drug or drugs, or a drug for which the individual does not have a valid prescription, or other use not authorized by law.

5. **MEDICAL REVIEW OFFICER.** A Medical Review Officer is a licensed physician responsible for receiving laboratory results generated by the Drug-Free Workplace Program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his/her medical history and other relevant biomedical information.

6. **TESTING DESIGNATED POSITION (TDP).** A Testing Designated Position is a position within the Department of the Navy which has been determined to meet the criteria for random drug testing.

7. **VERIFIED POSITIVE TEST RESULT.** A verified positive test result is a test result that has been screened and confirmed positive by the appropriately designated official, and the presence of the drug identified has been determined by the Medical Review Officer to have no legitimate medical reason to be in the employee's system.

## APPENDIX B

### REQUEST FOR SAFE HARBOR

From: \_\_\_\_\_(Name of Requester)

To: \_\_\_\_\_(Activity Head)

Via: (1) \_\_\_\_\_(Immediate Supervisor)  
(2) Drug Program Coordinator, Human Resources Office, Norfolk

Subj: REQUEST FOR SAFE HARBOR

1. I voluntarily identify myself as an illegal user of drugs and I request safe harbor under the provisions of the Department of the Navy Drug-Free Workplace Program. I understand this means I will not be subject to disciplinary actions during my rehabilitation period but that if I occupy a sensitive position, I will not be permitted to continue performing those duties. I further understand this could cause loss of security clearance and possible removal from employment. I voluntarily agree to the following conditions:

a. To obtain counseling and rehabilitation through the Civilian Employee Assistance Program (CEAP).

b. To be tested by the activity/command as part of and as a follow-up to counseling and rehabilitation.

c. To the release to appropriate management and CEAP officials of all counseling and rehabilitation records related to my illegal use of drugs.

d. To refrain from any subsequent illegal use of drugs.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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## APPENDIX C

### REQUEST FOR VOLUNTARY DRUG TESTING

12792  
Code 43  
\_\_\_\_\_(Date)

#### MEMORANDUM

From: \_\_\_\_\_(Name of Requester)  
To: Drug Program Coordinator, Human Resources Office, Norfolk  
Via: \_\_\_\_\_(First Line Supervisor)

Subj: REQUEST FOR VOLUNTARY DRUG TESTING

1. I voluntarily request to be included in the pool of Testing Designated Positions (TDP's) subject to random testing. This decision has been made without any management coercion or pressure. I understand I will be subject to the same conditions and procedures as an employee in a TDP. I also understand that I may withdraw from inclusion in the random testing pool at any time upon submission of a written statement.

2. The following information is provided in support of this request:

- a. NAME:\_\_\_\_\_
- b. SOCIAL SECURITY NUMBER:\_\_\_\_\_
- c. GENDER:\_\_\_\_\_M \_\_\_\_\_F
- d. POSITION TITLE:\_\_\_\_\_
- SERIES AND GRADE:\_\_\_\_\_
- e. ORGANIZATION:\_\_\_\_\_
- f. DUTY STATION:\_\_\_\_\_

\_\_\_\_\_  
(EMPLOYEE'S SIGNATURE)      (DATE)

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**APPENDIX D**  
**DOCUMENTATION IN SUPPORT OF A DRUG-RELATED INCIDENT**

Date \_\_\_\_\_

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

UIC: \_\_\_\_\_ Organization: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Description of the incident leading to the request: (Be specific: e.g., for reasonable suspicion, arrest or conviction of an on or off-duty drug-related offense; direct observation of an employee using illegal drugs; direct observation of an employee tampering with his/her urine specimen; temperature of urine sample outside the normal range, etc.)

Individuals witnessing the incident: (Be specific: use name, title, organization, relationship to person being tested, e.g., co-worker, police officer, spouse, etc., of individual providing information on a drug-related incident.)

\_\_\_\_\_  
\_\_\_\_\_

Any other pertinent facts or attachments (list):

Documented by: \_\_\_\_\_ (Name - print)

\_\_\_\_\_ (Title - print)

\_\_\_\_\_ (Signature and date)

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I have reviewed the above details and facts supporting an incident of suspected illegal drug use relevant to the requested test and concur/do not concur.

\_\_\_\_\_  
(Signature, Approving Official)

\_\_\_\_\_  
(Date)

*Send this form to Human Resources Office, Norfolk, ATTN: DPC, within 10 days of incident*